

TO: Clare City Commission  
FROM: Diane Lyon, City Clerk  
DATE: April 12, 2018  
RE: Department Report  
CC: Ken Hibl, City Manager

For the Agenda of April 16, 2018

*\*This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.*

### **Elections**

As a reminder, the submission of Nominating Petitions and associated paperwork for the office of City Commissioner are due in the Clerk's office by April 24, 2018, at 4:00 pm. The City has two terms expiring in the office of City Commissioner (Pat Humphrey and Karla Swanson) whose terms end on December 31, 2018. The 2018 Election dates & filing dates calendar is attached.

I attended the Michigan Association of Municipal Clerks (MAMC) conference held in Mt. Pleasant March 20-March 22, 2016. As usual, the conference was very well put together, interesting, and enlightening. Some of the topics for this year's conference included Understanding the ADA (Adults with Disabilities Act) and Making Your Website ADA Compliant; Making Meetings Matter & How to Ensure Productive Meetings; Violence in the Workplace: Are We Prepared?; Legal Updates for HR Responsibilities; Maintaining Customer Service with Increasingly More Demanding and Disgruntled Public; Legislative Updates (Elections); and Understanding the Required Education Credits for Maintaining MAMC certification-you must complete 20 credits of approved training/educational sessions over the course of a three year period with every 6 hours of training equaling to 2 credit hours.

The State Bureau of Elections recently updated their Qualified Voter File System which is maintained and updated at the local and county levels. I attended the requisite "QVF Refresh" class held in Bay City on March 29<sup>th</sup>.

Elections Administrators are also required to complete four hours of training by the State every two years. Since both Sarah and I both require that training in order to maintain our certifications, Sarah attended the morning Clare County class held in Harrison while I attended the afternoon class in Mt. Pleasant at the Isabella County Building.

The MAMC also sponsored a Free Education Day at the Soaring Eagle & Resort. Sarah & I both attended this one day session on April 10<sup>th</sup> since there was no cost for the event, we received credit for attending and the venue was close to Clare. Election security and reducing lines at the polls were discussed at length with the afternoon topic focusing on ethics in the workplace.

**Insurance Claims**

We have had one sewer backup claim and on property damage claim (k9 unit) in the first quarter.

**Freedom of Information Requests (FOIA) Processed**

	<u>Period ending 3/31</u>	<u>Annual Total</u>
2018	20	
2017	22	68
2016	8	45
2015	10	26
2014	1	21

**Surveys and Requests for Information from Membership Groups**

As members of several entities that provide various services to municipalities, we are frequently asked to complete surveys and provide detailed information about our operations which allow them to provide trending data to member communities who participate in providing information. Thus far this year we have completed:

- Annual Employment Outlook Survey for the International Public Management Association for Human Resources (IPMA-HR).
- Annual MML wage and benefit survey.
- Spring Lake DPW Supervisor position, compensation and benefits survey.
- Annual MML Worker’s Compensation and benefits survey.

**Miscellaneous Projects**

Preparing for the 2020 census with boundary amendments for properties annexed into the city.

**Depot Project**

We will be scheduling our first meeting for the Clare Depot Governing Board this month. A date has not yet been set.

**Industrial Facilities Tax Exemptions & Site Plans**

Site Plan for Letherer Truss approved.

Site Plan for Mark Bolle approved.

**Current Board and Committee Vacancies**

1 LDFA

**Meetings**

I participated in the following city business meetings this quarter:

Monthly Department Head meetings, monthly Planning Commission meetings, monthly Cable Consortium, monthly Clare County Clerks Association meetings, monthly Clare Railroad Depot Steering Committee meetings, and Gateway Community Project.

**Aged Accounts Receivable Report**

See attached report.

# 2018

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## MICHIGAN ELECTION DATES

Filing Requirements  
For Federal and State Elective  
Offices Listed



**Ruth Johnson**  
**Secretary of State**

[www.Michigan.gov/elections](http://www.Michigan.gov/elections)

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## INFORMATION

**ELECTIONS:** For information on matters relating to elections, contact your county, city or township clerk. Information can also be obtained from the Michigan Department of State, Bureau of Elections, P.O. Box 20126, Lansing, MI 48901-0726. Phone: (517) 373-2540. Fax: (517) 373-0941. Email: [Elections@Michigan.gov](mailto:Elections@Michigan.gov). Web site: [www.Michigan.gov/elections](http://www.Michigan.gov/elections).

**FINANCIAL DISCLOSURE:** State candidates, local candidates and political groups have financial disclosure obligations under Michigan's Campaign Finance Act. For information, contact your county clerk or the Michigan Department of State, Bureau of Elections.

Candidates running for federal office should contact the Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463. Toll free line: (800) 424-9530. Web site: [www.fec.gov](http://www.fec.gov).

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## SUMMARY CALENDAR FOR CANDIDATE AND PROPOSAL DEADLINES

August 7, 2018 Primary and November 6, 2018 General Election

### Important Dates and Filing Deadlines

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Refer to Michigan compiled law for cited provisions ([www.michiganlegislature.org](http://www.michiganlegislature.org).) Dates are subject to change through legislative action. If any errors are found, it is the law, itself, which must be followed.

#### Election Dates

<b>August 7, 2018</b>	State Primary
<b>November 6, 2018</b>	State General Election

#### Registration Deadlines

<b>July 9, 2018</b>	Last day to register for August primary. ( <a href="#">168.497</a> )
<b>Oct. 9, 2018</b>	Last day to register for November general election. ( <a href="#">168.497</a> )

#### Filing Deadlines: Candidates

<b>By 5:00 p.m., March 26, 2018</b>	Incumbent Appeals Court, Circuit Court, District Court and Probate Court judges file Affidavit of Candidacy and Affidavit of Identity for the August primary. Withdrawal deadline elapses at 5:00 p.m. on March 29. ( <a href="#">168.409b</a> , <a href="#">413a</a> , <a href="#">414</a> , <a href="#">433a</a> , <a href="#">434</a> , <a href="#">467c</a> and <a href="#">467d</a> )
<b>By 4:00 p.m., April 24, 2018</b>	Candidates seeking Appeals Court, Circuit Court, District Court or Probate Court judgeships file nominating petitions, Affidavit of Identity and Affidavit of Constitutional Qualification for the August primary. Withdrawal deadline elapses at 5:00 p.m. on April 27. ( <a href="#">168.409b</a> , <a href="#">409c</a> , <a href="#">413</a> , <a href="#">414</a> , <a href="#">433</a> , <a href="#">434</a> , <a href="#">467b</a> and <a href="#">467d</a> )
<b>By 4:00 p.m., April 24, 2018</b>	Partisan and nonpartisan candidates (other than judicial candidates) file nominating petitions (or fees if applicable) and Affidavit of Identity for the August primary. Withdrawal deadline elapses at 4:00 p.m. on April 27. ( <a href="#">168.53</a> , <a href="#">93</a> , <a href="#">133</a> and <a href="#">163</a> for federal and state-level offices; assorted other statutes for local offices)
<b>By 4:00 p.m., May 8, 2018</b>	Candidates for county convention delegate (precinct delegate) file an Affidavit of Identity for the August primary. Filing submitted to the clerk of the county in which candidate resides. Withdrawal deadline elapses at 4:00 p.m. on May 11. ( <a href="#">168.624</a> , <a href="#">624a</a> )

- By 4:00 p.m.,  
May 15, 2018** Candidates seeking a Wayne County Community College Trustee position file an Affidavit of Identity and a nonpartisan nominating petition. Withdrawal deadline elapses at 4:00 p.m. on May 18. ([389.83](#))
- By 5:00 p.m.,  
July 5, 2018** Incumbent Supreme Court Justices file Affidavit of Identity and Affidavit of Candidacy forms for the November general election. ([168.392a](#) and [558](#))
- By 4:00 p.m.,  
July 19, 2018** District Library Board candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. (A \$100.00 nonrefundable fee may be filed in lieu of a petition.) (Special note: If district library includes a school district, District Library Board candidates file by 4:00 p.m. on August 14, 2018) ([397.181](#))
- By 4:00 p.m.,  
July 19, 2018** Candidates without political party affiliation file qualifying petitions and Affidavit of Identity for the November general election. Withdrawal deadline elapses at 4:00 p.m. on July 23. ([168.590c](#))
- By 4:00 p.m.,  
July 24, 2018** Local School Board candidates and Community College Trustee candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. (A \$100.00 nonrefundable fee may be filed in lieu of a petition.) Withdrawal deadline elapses at 4:00 p.m. on July 27. Candidates seeking a Wayne County Community College Trustee position file by 4:00 p.m. on May 15, 2018. ([168.303](#); [389.83](#), [152](#))
- By 4:00 p.m.,  
July 24, 2018** Village candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. Withdrawal deadline elapses at 4:00 p.m. on July 27. ([168.381](#))
- By 4:00 p.m.,  
July 27, 2018** Write-in candidates other than write-in candidates who seek precinct delegate positions file Declaration of Intent forms for the August primary. ([168.737a](#))
- By 4:00 p.m.,  
August 3, 2018** Write-in candidates who seek precinct delegate positions file Declaration of Intent forms with the city or township clerk for the August primary. (As an alternative, candidates for precinct delegate may file the Declaration of Intent form with appropriate precinct board on election day before the close of the polls.) ([168.737a](#))
- August 7, 2018** **STATE PRIMARY ELECTION**
- By 4:00 p.m.,  
August 14, 2018** District Library Board candidates (library in districts that include a school district) who wish to seek office at the November general election file an Affidavit of Identity and a nominating petition. (A \$100.00 nonrefundable fee may be filed in lieu of a petition.) Withdrawal deadline elapses at 4:00 p.m. on August 17. (Special note: If district library does not include a school district, District Library Board candidates file by 4:00 p.m. on July 19, 2018.) ([397.181](#))

**By 4:00 p.m.,  
Oct. 26, 2018**

Write-in candidates file Declaration of Intent forms for the November general election. ([168.737a](#))

**November 6, 2018**

**STATE GENERAL ELECTION**

**Filing Deadlines: New Parties and State Ballot Proposals**

**By 5:00 p.m.,  
May 30, 2018**

Petitions to place a legislative initiative proposal on the November general election ballot filed with the Secretary of State (252,523 valid signatures required). ([168.471](#))

**By 5:00 p.m.,  
July 9, 2018**

Petitions to place a proposed constitutional amendment on the November general election ballot filed with the Secretary of State (315,654 valid signatures required). ([168.471](#))

**By 4:00 p.m.,  
July 19, 2018**

New political parties file petitions to qualify for November general election ballot (31,566 valid signatures required). ([168.685](#))

**Filing Deadlines: County and Local Proposals**

**By May 1, 2018**

Petitions to place county and local questions on the August primary ballot filed with county and local clerks. ([168.646a](#))

**By 4:00 p.m.,  
May 15, 2018**

Ballot wording of county and local proposals to be presented at the August primary certified to county and local clerks; local clerks receiving ballot wording forward to county clerk within two days. ([168.646a](#))

**By July 31, 2018**

Petitions to place county and local questions on the November general election ballot filed with county and local clerks. ([168.646a](#))

**By 4:00 p.m.,  
August 14, 2018**

Ballot wording of county and local proposals to be presented at the November general election certified to county and local clerks; local clerks receiving ballot wording forward to county clerk within two days. ([168.646a](#))



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## DETAILED CALENDAR FOR ELECTION ADMINISTRATORS

### -- 2018 ELECTION DATES -- AUGUST 7 PRIMARY NOVEMBER 6 GENERAL ELECTION

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All listed dates are in 2018 unless otherwise specified. Refer to Michigan compiled law for cited provisions ([www.michiganlegislature.org](http://www.michiganlegislature.org).) Dates are subject to change through legislative action. If any errors are found, it is the law, itself, which must be followed.

- By Jan. 9** City and township election commissions finalize precinct boundaries for 2018 election cycle. ([168.661](#))
- By Jan. 31** Annual Campaign Statements filed. Books close Dec. 31, 2017.
- By Feb. 8** Last date precinct boundary alterations made for 2018 election cycle can go into effect. ([168.661](#))
- By March 1** Major state party chairpersons (Republican, Democratic and Libertarian) notify county and district committee chairs of county convention delegate (precinct delegate) allocation requirements. ([168.623a](#))
- By 5:00 p.m.,  
March 26** Incumbent Appeals Court, Circuit Court, District Court and Probate Court judges file Affidavit of Candidacy and Affidavit of Identity for the August primary. Withdrawal deadline elapses at 5:00 p.m. on March 29. ([168.409b](#), [413a](#), [414](#), [433a](#), [434](#), [467c](#), [467d](#))
- By April 1** County political party chairpersons certify number of delegates per precinct to county election commissions. ([168.623a](#))
- By 4:00 p.m.,  
April 24** Candidates seeking Appeals Court, Circuit Court, and District Court or Probate Court judgeships file nominating petitions, Affidavit of Identity and Affidavit of Constitutional Qualification for the August primary. Withdrawal deadline elapses at 5:00 p.m. on April 27. ([168.409b](#), [409c](#), [413](#), [414](#), [433](#), [434](#), [467b](#), [467d](#))
- By 4:00 p.m.,  
April 24** Partisan and nonpartisan candidates (other than judicial candidates) file nominating petitions (or fees if applicable) and Affidavit of Identity for the August primary. Withdrawal deadline elapses at 4:00 p.m. on April 27. ([168.53](#), [93](#), [133](#), [163](#) for federal and state-level offices; assorted other statutes for local offices)
- By April 30** City and township clerks forward names and addresses of partisan and nonpartisan candidates to county clerk. ([168.321](#), [349](#))
- By May 1** Challenges against nominating petitions filed by partisan and nonpartisan candidates submitted to filing official. ([168.552](#))
- By May 1** Petitions to place county and local questions on the August primary ballot filed with county and local clerks. ([168.646a](#))

- May 4** Last date a recall petition can be filed in order for recall question to appear on August primary ballot. ([168.963](#))
- By 4:00 p.m.,  
May 8** Candidates for county convention delegate (precinct delegate) file an Affidavit of Identity for the August primary. Filing submitted to the clerk of the county in which candidate resides. Withdrawal deadline elapses at 4:00 p.m. on May 11th. ([168.624](#), [624a](#))
- By 4:00 p.m.,  
May 15** Candidates seeking a Wayne County Community College Trustee position file an Affidavit of Identity and a nonpartisan nominating petition. Withdrawal deadline elapses at 4:00 p.m. on May 18. ([389.83](#))
- By 4:00 p.m.,  
May 15** Ballot wording of county and local proposals to be presented at the August primary certified to county and local clerks; local clerks receiving ballot wording forward to county clerk within two days. ([168.646a](#))
- By 5:00 p.m.,  
May 30** Petitions to place a proposal on the November general election ballot to initiate legislation filed with the Secretary of State (252,523 valid signatures required). ([168.471](#))
- By June 5** Board of State Canvassers complete canvass of nominating petitions filed by candidates for the August primary; Secretary of State certifies candidates eligible to appear on August primary ballot to county election commissions by June 8. ([168.552](#))
- June 8** Final date cities and townships can establish, move or abolish a polling place for the August primary. ([168.662](#))
- By June 8** Republican, Democratic and Libertarian Parties call fall state conventions. ([168.591](#))
- By June 8** Ballot wording for constitutional amendments and legislative referendums, which the legislature wishes to place on the August primary ballot, presented to Secretary of State. ([Art. 12, Sec. 1](#))
- By June 23** Delivery of military and overseas AV ballots must begin for the August election by this date. All requests received since November 7, 2017 from a military or overseas voter must be honored for all 2018 elections. ([168.759a](#))
- By June 23** County clerks deliver absent voter ballots for the August primary to local clerks. ([168.714](#))
- By June 23** County committees of Republican, Democratic and Libertarian Parties call county conventions. ([168.592](#))
- June 28 through  
July 17** Precinct inspectors for August primary appointed by city and township election commissions. ([168.674](#))
- By July 2** Notice of close of registration for August primary published. ([168.498](#))
- By 5:00 p.m.,  
July 5** Incumbent Supreme Court Justices file Affidavit of Identity and Affidavit of Candidacy forms for the November general election. ([168.392a](#), [558](#))

- July 9** Last day to register for August primary. ([168.497](#))
- By 5:00 p.m.,  
July 9** Petitions to place a proposal on the November general election ballot to amend the State Constitution filed with the Secretary of State (315,654 valid signatures required). ([168.471](#))
- By 4:00 p.m.,  
July 19** District Library Board candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. (A \$100.00 nonrefundable fee may be filed in lieu of a petition.) (Special note: If district library includes a school district, District Library Board candidates file by 4:00 p.m. on August 14) ([397.181](#))
- By 4:00 p.m.,  
July 19** Candidates without political party affiliation file qualifying petitions and Affidavit of Identity for the November general election. Withdrawal deadline elapses at 4:00 p.m. on July 23. ([168.590c](#))
- By 4:00 p.m.,  
July 19** New political parties file petitions to qualify for November general election ballot (31,566 valid signatures required). ([168.685](#))
- By 4:00 p.m.,  
July 24** Local School Board candidates, Community College Trustee candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. (A \$100.00 nonrefundable fee may be filed in lieu of a petition.) Withdrawal deadline elapses at 4:00 p.m. on July 27. Candidates seeking a Wayne County Community College Trustee position file by 4:00 p.m. on May 15.) ([168.303](#); [389.83](#), [152](#))
- By 4:00 p.m.,  
July 24** Village candidates who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. Withdrawal deadline elapses at 4:00 p.m. on July 27. ([168.381](#))
- By July 26** Challenges against qualifying petitions filed by candidates without political party affiliation submitted to filing official. ([168.552](#))
- By July 26** City and township clerks forward names and addresses of candidates without political party affiliation to county clerk. ([168.321](#), [349](#), [646a](#))
- By 4:00 p.m.,  
July 27** Write-in candidates other than write-in candidates who seek precinct delegate positions file Declaration of Intent forms for the August primary. ([168.737a](#))
- By July 27** Pre-Primary Campaign Statements due. Books close July 22.
- By July 28** County clerks deliver remainder of ballots and election supplies for August primary to local clerks. ([168.714](#))
- By July 31** Notice of August primary published. ([168.653a](#))
- By July 31** Petitions to place county and local questions on the November general election ballot filed with county and local clerks. ([168.646a](#))
- By August 2** Public accuracy test must be conducted. (R 168.778) Notice of test must be published at least 48 hours before test. ([168.798](#))

<b>By 4:00 p.m., August 3</b>	Write-in candidates who seek precinct delegate positions file Declaration of Intent forms with the city or township clerk for the August primary. (As an alternative, candidates for precinct delegate may file form with appropriate precinct board on election day before the close of the polls.) ( <a href="#">168.737a</a> )
<b>August 3</b>	Last date a recall petition can be filed in order for recall question to appear on November general election ballot. ( <a href="#">168.963</a> )
<b>By 2:00 p.m., August 4</b>	Electors who wish to receive an absent voter ballot for the August primary by mail submit absent voter ballot applications. ( <a href="#">168.759</a> )
<b>Up to 4:00 p.m., August 6</b>	Electors qualified to obtain an absent voter ballot for August primary may vote in person in clerk's office. ( <a href="#">168.761</a> )
<b>By August 7</b>	Minor parties hold county caucuses; notify county clerk of nominated candidates within one business day after caucus. ( <a href="#">168.686a</a> )
<b>By August 7</b>	Minor parties hold state conventions; notify Secretary of State of nominated candidates within one business day after convention. Pre-Convention Campaign Statements due 11 days before convention (books close 16 days before convention); Post-Convention Campaign Statements due 30 days after convention (books close 20 days after convention). ( <a href="#">168.686a</a> )
<b>Up to 4:00 p.m., August 7</b>	Emergency absentee voting for August primary. ( <a href="#">168.759b</a> )
<b>August 7</b>	<b>AUGUST PRIMARY</b>
<b>1:00 p.m., August 8</b>	Boards of county canvassers meet to canvass August primary. ( <a href="#">168.821</a> )
<b>By August 14</b>	County clerks notify precinct delegates elected at August primary; certify delegate names and addresses to chairpersons of county committees. ( <a href="#">168.608</a> )
<b>By 4:00 p.m., August 14</b>	District Library Board candidates (library in districts that include a school district) who wish to seek office at the November general election file an Affidavit of Identity and a nonpartisan nominating petition. (A \$100.00 nonrefundable fee may be filed in lieu of a petition.) Withdrawal deadline elapses at 4:00 p.m. on August 17. (Special note: If district library does not include a school district, District Library Board candidates file by 4:00 p.m. on July 19.) ( <a href="#">397.181</a> )
<b>By 4:00 p.m., August 14</b>	Ballot wording of county and local proposals to be presented at the November general election certified to county and local clerks; local clerks receiving ballot wording forward to county clerk within two days. ( <a href="#">168.646a</a> )
<b>August 15 through Sept. 1</b>	Republican, Democratic and Libertarian Parties hold fall county conventions. ( <a href="#">168.592</a> )

- By August 21** Boards of county canvassers complete canvass of August primary; county clerks forward results to Secretary of State within 24 hours. ([168.581](#), [822](#), [828](#))
- By August 27** Board of State Canvassers meet to canvass August primary. ([168.581](#))
- By Sept. 6** Post-Primary Campaign Statements due. Books close Aug. 27.
- By Sept. 7** Republican, Democratic and Libertarian Parties hold fall state conventions. Pre-Convention Campaign Statements due 11 days before convention (books close 16 days before convention); Post-Convention Campaign Statements due 30 days after convention (books close 20 days after convention). ([168.591](#))
- Sept. 7** Final date cities and townships can establish, move or abolish a polling place for the November general election. ([168.662](#))
- By Sept. 7** Ballot wording for constitutional amendments and legislative referendums, which the legislature wishes to place on the November general election ballot, presented to Secretary of State. ([Art. 12, Sec. 1](#))
- By Sept. 22** Delivery of military and overseas AV ballots must begin for the November election by this date. All requests received since November 7, 2017 from a military or overseas voter must be honored for all 2018 elections. ([168.759a](#))
- By Sept. 22** County clerks deliver absent voter ballots for November general election to local clerks. ([168.714](#))
- Sept. 27 through Oct. 16** Precinct inspectors for November general election appointed by city and township election commissions. ([168.674](#))
- By Oct. 2** Notice of close of registration for November general election published. ([168.498](#))
- Oct. 9** Last date to register for November general election. ([168.497](#))
- By Oct. 26** Pre-General Campaign Statements filed. Books close Oct. 21.
- By 4:00 p.m., Oct. 26** Write-in candidates file Declaration of Intent forms for the November general election. ([168.737a](#))
- By Oct. 27** County clerks deliver remainder of ballots and election supplies for November general election to local clerks. ([168.714](#))
- By Oct. 30** Notice of November general election published. ([168.653a](#))
- By Nov. 1** Public accuracy test must be conducted. (R 168.778) Notice of test must be published at least 48 hours before test. ([168.798](#))
- By 2:00 p.m., Nov. 3** Electors who wish to receive an absent voter ballot for the November general election by mail submit absent voter ballot applications. ([168.759](#))

<b>Up to 4:00 p.m., Nov. 5</b>	Electors qualified to obtain an absent voter ballot for November general election may vote in person in clerk's office. ( <a href="#">168.761</a> )
<b>Up to 4:00 p.m., Nov. 6</b>	Emergency absentee voting for November general election. ( <a href="#">168.759b</a> )
<b>Nov. 6</b>	<b>NOVEMBER GENERAL ELECTION</b>
<b>1:00 p.m., Nov. 7</b>	Boards of county canvassers meet to canvass November general election. ( <a href="#">168.821</a> )
<b>By Nov. 20</b>	Boards of county canvassers complete canvass of November general election; county clerks forward results to Secretary of State within 24 hours. ( <a href="#">168.822</a> , <a href="#">828</a> )
<b>By Nov. 26</b>	Board of State Canvassers meet to canvass November general election. ( <a href="#">168.842</a> )
<b>By Nov. 26</b>	Political parties in counties of less than 1.5 million hold county conventions; within 30 days after conventions, officers of county committees are selected. ( <a href="#">168.599</a> )
<b>By Dec. 6</b>	Post-General Campaign Statements filed. Books close Nov. 26.
<b>Jan. 2, 2019 through Feb. 15, 2019</b>	Executive committees appoint county committees in counties under 1.5 million. ( <a href="#">168.599</a> )
<b>By Jan. 31, 2019</b>	Annual Campaign Statements filed. Books close Dec. 31, 2018.

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**RECOUNT FILING DATES**

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## **All U.S. House, State Senate and State House Seats**

- Districts that lie wholly contained within one (1) county
  - \* Recount petitions must be filed with the Secretary of State within 48 hours after the adjournment of the meeting of the Board of State Canvassers at which the certificate for determination for that office was recorded. ([168.879](#))
  - \* Counter petitions must be filed with the Secretary of State at or before 4:00 p.m. on the seventh day after the filing of the recount petition. ([168.882](#))
- Districts that are located in more than one (1) county
  - \* Recount petitions must be filed with the Secretary of State within 48 hours after the Board of State Canvassers completes the canvass. ([168.879](#))
  - \* Counter petitions must be filed with the Secretary of State at or before 4:00 p.m. on the seventh day after the filing of the recount petition. ([168.882](#))

## **Any Other Office Canvassed by the Board of State Canvassers**

- \* Recount petitions must be filed with the Secretary of State within 48 hours after the Board of State Canvassers completes the canvass. ([168.879](#))
- \* Counter petitions must be filed with the Secretary of State at or before 4:00 p.m. on the seventh day after the filing of the recount petition. ([168.882](#))

## **Any Other Office Canvassed by County Boards of Canvassers**

- \* Recount petitions must be filed with the County Clerk within six days after the board of County canvassers completes the canvass. ([168.866](#))
- \* Counter petitions must be filed with the County Clerk within 48 hours after the filing of the recount petition. ([168.868](#))

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## OFFICES TO BE ELECTED IN 2018

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Governor, Lt. Governor  
Secretary of State  
Attorney General  
U.S. Senator (1 seat)  
U.S. Representative in Congress (all 14 districts)  
State Senator (all 38 districts)  
State Representative (all 110 districts)  
State Board of Education (2 seats)  
University of Michigan Regents (2 seats)  
Michigan State University Trustees (2 seats)  
Wayne State University Governors (2 seats)  
Justice of the Supreme Court  
Judge of the Court of Appeals  
Judge of the Circuit Court  
Judge of the District Court  
Judge of Probate District Court  
Judge of Probate Court  
Specified County, City, Township, and Village Offices  
Specified School District Positions



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**2018 FILING REQUIREMENTS**  
**Federal and State Elective Partisan Offices**  
**Supreme Court Justice**

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**Petition Filing Information: Republican, Democratic and Libertarian Candidates**

- Republican, Democratic and Libertarian candidates can file nominating petitions for the following federal and state elective offices: Governor, U.S. Senator, U.S. Representative in Congress, State Senator and State Representative (see below for additional elective offices whose Republican, Democratic and Libertarian nominees are determined by caucus or convention.)
- Republican, Democratic and Libertarian candidates must file a *partisan nominating petition* no later than 4:00 p.m., April 24, 2018. Republican, Democratic and Libertarian candidates who seek the office of State Senator or State Representative may file a \$100.00 filing fee in lieu of a petition.
- Republican, Democratic and Libertarian candidates who submit a valid filing for office will be placed on the August primary ballot.

**Petition Filing Information: Candidates Without Political Party Affiliation**

- Candidates without political party affiliation can file for the following federal and state elective offices: Governor, Secretary of State, Attorney General, U.S. Senator, U.S. Representative in Congress, State Senator, State Representative, State Board of Education, University of Michigan Regent, Michigan State University Trustee, Wayne State University Governor and Supreme Court Justice.
- Candidates without political party affiliation who seek a partisan office or the office of Supreme Court Justice must file a *qualifying petition* no later than 4:00 p.m., July 19, 2018.
- All signatures submitted on a qualifying petition must have been collected within the preceding 180-day period; signatures which are dated more than 180 days prior to the date the petition is filed are invalid.
- Candidates without political party affiliation who submit a valid filing for office will be placed on the November general election ballot.

**Affidavit of Identity Required of All Candidates**

All candidates must submit an Affidavit of Identity in duplicate when filing for office. Affidavit of Identity forms can be obtained from any county clerk or from the Department of State's Bureau of Elections in Lansing ([www.michigan.gov/elections](http://www.michigan.gov/elections).) A candidate who fails to comply with this requirement is ineligible to appear on the ballot.

Except for candidates seeking federal elective office or the office of precinct delegate, Michigan election law requires any candidate filing an Affidavit of Identity to state on the form that on the date the affidavit was executed, all statements, reports, late filing fees and fines required of the

candidate or any Candidate Committee organized to support the candidate’s election under Michigan’s Campaign Finance Act have been filed or paid.

**Post-Election Campaign Finance Compliance Statement**

Except as noted below, Michigan election law requires any candidate elected to office on the state, county or local level to file an affidavit *prior to assuming office* which states that on the date the affidavit was executed all statements, reports, late filing fees and fines required of the candidate or any Candidate Committee organized to support the candidate’s election under Michigan’s Campaign Finance Act have been filed or paid. The affidavit is *not* required of an elected candidate who did not receive or expend more than \$1,000.00 during the election cycle. In addition, the form does not have to be filed by an individual elected to a federal office or a precinct delegate position.

A form developed for distribution to candidates who must comply with the filing requirement (“Post-Election Campaign Finance Compliance Statement”) is available through any filing official. An elected candidate who is required to file the statement but who fails to submit the form is guilty of a misdemeanor.

**Signature Requirements; Filing Location**

The following lists the petition signature requirements for the offices to be filled in 2018.

NOTE: Minor party candidates are nominated by caucus or convention and appear on the November General election ballot.

**GOVERNOR**

All candidates who seek the office of Governor file with the Department of State’s Bureau of Elections in Lansing.

REPUBLICAN		DEMOCRAT		LIBERTARIAN		NO POLITICAL PARTY AFFILIATION	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
15,000	30,000	15,000	30,000	15,000	30,000	30,000	60,000

A petition submitted for the office of Governor must be signed by at least 100 registered electors in each of at least ½ of the congressional districts in the state.

A candidate without political party affiliation who files for the office of Governor is also required to submit the name of his or her running mate. For complete information, contact the Michigan Department of State’s Bureau of Elections.

## U.S. SENATOR

All candidates who seek the office of U.S. Senator file with the Department of State's Bureau of Elections in Lansing.

REPUBLICAN		DEMOCRAT		LIBERTARIAN		NO POLITICAL PARTY AFFILIATION	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
15,000	30,000	15,000	30,000	15,000	30,000	30,000	60,000

A petition submitted for the office of U.S. Senator must be signed by at least 100 registered electors in each of at least ½ of the congressional districts in the state.

## U.S. REPRESENTATIVE IN CONGRESS

**Multi-County Districts:** A candidate who seeks the office of U.S. Representative in Congress in a multi-county district files with the Department of State's Bureau of Elections in Lansing. The multi-county U.S. House Districts are listed below:

1   2   3   4   5   6   7   8   9   10   11   12   14

**Single-County Districts:** A candidate who seeks the office of U.S. Representative in Congress in District 13 files with the Wayne County Clerk's office.

REPUBLICAN		DEMOCRAT		LIBERTARIAN		NO POLITICAL PARTY AFFILIATION	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
1,000	2,000	1,000	2,000	1,000	2,000	3,000	6,000

**SECRETARY OF STATE  
 ATTORNEY GENERAL  
 STATE BOARD OF EDUCATION  
 UNIVERSITY OF MICHIGAN REGENT  
 MICHIGAN STATE UNIVERSITY TRUSTEE  
 WAYNE STATE UNIVERSITY GOVERNOR  
 SUPREME COURT JUSTICE**

All candidates who seek the following offices file with the Department of State's Bureau of Elections in Lansing: Secretary of State, Attorney General, State Board of Education, University of Michigan Regent, Michigan State University Trustee, Wayne State University Governor, Supreme Court Justice (Note: Incumbent Supreme Court Justice files by affidavit.)

<b>REPUBLICAN</b>	<b>DEMOCRAT</b>	<b>LIBERTARIAN</b>	<b>NO POLITICAL PARTY AFFILIATION</b>	
			<b>MIN</b>	<b>MAX</b>
Nominated at State Convention	Nominated at State Convention	Nominated at State Convention	30,000	60,000

A petition for one of the above offices must be signed by at least 100 registered electors in each of at least ½ of the congressional districts in the state.

## STATE SENATOR

**Multi-County Districts:** A candidate who seeks the office of State Senator in a multi-county district files with the Department of State’s Bureau of Elections in Lansing. The multi-county State Senate Districts are listed below:

14    16    17    19    21    22    24    25    26  
31    32    33    34    35    36    37    38

**Single-County Districts:** A candidate who seeks the office of State Senator in a district not listed above (single-county districts) files with the county clerk.

REPUBLICAN		DEMOCRAT		LIBERTARIAN		NO POLITICAL PARTY AFFILIATION	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
500	1,000	500	1,000	500	1,000	1,500	3,000

Republican, Democratic and Libertarian candidates who seek the office of State Senator may file a \$100.00 filing fee in lieu of a petition.

## STATE REPRESENTATIVE

**Multi-County Districts:** A candidate who seeks the office of State Representative in a multi-county district files with the Department of State’s Bureau of Elections in Lansing. The multi-county State House Districts are listed below:

17    32    51    58    59    63    65    66    70    72    78    83  
84    85    86    87    93    97    98    99    100    101    102    103  
105    106    107    108    109    110

**Single-County Districts:** A candidate who seeks the office of State Representative in a district not listed above (single-county districts) files with the county clerk.

REPUBLICAN		DEMOCRAT		LIBERTARIAN		NO POLITICAL PARTY AFFILIATION	
MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX
200	400	200	400	200	400	600	1,200

Republican, Democratic and Libertarian candidates who seek the office of State Representative may file a \$100.00 filing fee in lieu of a petition.

Aged Accounts Receivable Report for CITY OF CLARE  
Population: All Records  
Aging as of 03/31/18

CUSTOMER # NAME	PARCEL #	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
DDA DOWNTOWN DEVELOPMENT AUTHORITY		6,470.94	0.00	0.00	0.00	0.00	6,470.94
GRANT TWP GRANT TOWNSHIP		107,264.30	0.00	0.00	0.00	0.00	107,264.30
HOVEY, JAMES JAMES HOVEY INTER-VIVOS TRUST		144.12	0.00	0.00	0.00	0.00	144.12
ISP MGMT JEFF HALL		112.50	0.00	0.00	0.00	0.00	112.50
LUEDERS, KEVIN KEVIN LUEDERS		0.00	0.00	0.00	0.00	75.00	75.00
OULLETTE, TIM TIM OULLETTE		144.12	0.00	0.00	0.00	0.00	144.12
PERE MARQUETTE PERE MARQUETTE DISTRICT LIBRARY		12,482.97	0.00	0.00	0.00	0.00	12,482.97
SEITER, RANDY RANDY SEITER		140.00	0.00	0.00	0.00	0.00	140.00
SHERIDAN SHERIDAN TOWNSHIP		50,716.70	0.00	0.00	0.00	0.00	50,716.70
VERNON TWP VERNON TOWNSHIP		8,513.24	0.00	0.00	0.00	0.00	8,513.24
GRAND TOTALS:		185,988.89	0.00	0.00	0.00	75.00	186,063.89
JOURNALIZED AMOUNTS ONLY:							186,063.89
NON-JOURNALIZED AMOUNTS ONLY:							0.00